

California Community Colleges  
Management Information System  
Data Element Dictionary

**Student Success Data Elements**

DOMAIN	RECORD	LENGTH
<b>SS</b>	<b>STUDENT SUCCESS DATA RECORD</b>	<b>80</b>
DED#	DATA ELEMENT NAME	FORMAT
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)
SS02	STUDENT-COURSE-OF-STUDY	X(06)
SS03	STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)
SS04	STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)
SS05	STUDENT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)
SS06	STUDENT-INITIAL-ORIENTATION-SERVICES	X(01)
SS07	STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)
SS08	STUDENT-COUNSELING/ADVISEMENT-SERVICES	X(01)
SS09	STUDENT-EDUCATION-PLAN	X(01)
SS10	STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)
SS11	STUDENT-SUCCESS-OTHER-SERVICES	X(04)

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DOMAIN	RECORD	LENGTH
<b>SS</b>	<b>STUDENT SUCCESS DATA RECORD</b>	<b>80</b>
<b>Reporting Domain</b>		
<p>The following record layout indicates the format in which the districts report success information. Report a Student Success record for each credit and noncredit student who:</p> <ul style="list-style-type: none"> <li>(1) enrolled in at least one class as of first census or later for daily or weekly census classes, or</li> <li>(2) attended at least one meeting of a positive attendance class, or</li> <li>(3) enrolled in at least one class that resulted in a notation on the student's official record, or</li> <li>(4) received pre-enrollment matriculation services.</li> </ul> <p>You must submit a Student Basic record for each student reported. The services are to be reported in the term they were received.</p>		
<p>The file with these records is submitted approximately one month following the end of the term. This record is 80 characters long. The first two positions contain the record code 'SS'. The entire MIS submission will be rejected if the SS data file is not submitted.</p>		

DED#	DATA ELEMENT NAME	FORMAT	POSITION
GI90	RECORD-CODE	"SS"	01-02
GI01	DISTRICT-COLLEGE-IDENTIFIER	X(03)	03-05
GI03	TERM-IDENTIFIER	X(03)	06-08
SB02	STUDENT-NAME-PARTIAL	X(03)	09-11
SB00	STUDENT-IDENTIFIER	X(09)	12-20
SS01	STUDENT-EDUCATIONAL-GOAL	X(01)	21
SS02	STUDENT-COURSE-OF-STUDY	X(06)	22-27
SS03	STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS	X(02)	28-29
SS04	STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS	X(02)	30-31
SS05	STUDENT-EDUCATION-PLAN-EXEMPT-STATUS	X(02)	32-33
SS06	STUDENT-INITIAL-ORIENTATION-SERVICES	X(01)	34
SS07	STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT	X(04)	35-38
SS08	STUDENT-COUNSELING/ADVISEMENT-SERVICES	X(01)	39
SS09	STUDENT-EDUCATION-PLAN	X(01)	40
SS10	STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE	X(01)	41
SS11	STUDENT-SUCCESS-OTHER-SERVICES	X(04)	42-45
	FILLER	X(35)	46-80

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS01</b>	<b>STUDENT-EDUCATIONAL-GOAL</b>	<b>X(01)</b>
<p>This element describes the student's educational goal while enrolled in the reporting college and should be updated each term if the student notes a change during their academic career. This information is in addition to SB14 and is collected after that element has been recorded. The distinction between the elements is an important one: where SB14 records the <u>initial</u> goal of the student upon application, this element documents and confirms their current goal each term. After a student has reviewed assessment results, received orientation or other services which expand a student's understanding of the requirements necessary to achieve the goal, goal data is collected again and reported in STUDENT-SUCCESS-GOAL (SS01).</p>		
<p>Enter primary goal only.</p>		

Coding	Meaning
A	Obtain an associate degree and transfer to a baccalaureate granting institution
B	Transfer to a baccalaureate granting institution without an associate degree
C	Obtain a two-year associate degree without transfer
E	Earn a career technical certificate without transfer
F	Discover / formulate career interests, plans, goals
G	Prepare for a new career (acquire job skills)
H	Advance in current job / career (update job skills)
I	Maintain certificate or license (e.g. Nursing, Real Estate)
J	Pursue educational development (intellectual, cultural)
K	Improve basic skills in English, reading or math
L	Complete credits for high school diploma or GED
M	Undecided on goal
N	Move from noncredit coursework to credit coursework
O	University / 4-year college student taking courses to meet university / 4-year college requirements

This element should be updated every reporting term to reflect the current status of the student during the reporting term. If there were no changes during the term, the goal does not change from the last reported term.

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**Student Success Data Elements**

**SS01 STUDENT-EDUCATIONAL-GOAL**

<b>Processing Edits</b>	
FIELD CHECK	'A' thru 'O', except 'D' which is invalid
QUALITY CHECK	<b>Reject the submission</b> if, out of all the <b>credit, non-special admit</b> students:  25% or more have a value of 'M' (undecided on goal).

**SS01 STUDENT-EDUCATIONAL-GOAL**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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**Student Success Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SS02</b>	<b>STUDENT-COURSE-OF-STUDY</b>	<b>X(06)</b>
This element identifies the student's primary major or program area of emphasis.		

**Coding**

Enter the *Program Control Number (SP04)* of a valid program or *TOP code (see SP01)* at this college that most closely matches the student's course of study.

If a PCN is entered, left justify and space fill.

1. The Program Control Number is the preferred code.
2. This data element may be coded with 'YYYYYY' if the student is exempt from orientation, assessment, and educational plan development.
3. Enter '000000' if the student did not identify a course of study.
4. This element should be updated every reporting term to reflect the most current status of the student during the reporting term. If there were no changes or contact during the term, the student's course of study does not change from the last reported term.
5. Nonexempt students are required to identify a course of study after completing 15 semester units or 22 quarter units of degree-applicable credit course work, or prior to the end of the 3rd semester or 4th quarter of enrollment, or a shorter period if required by district or program policy. Once the student has identified a course of study, the district must provide the student with an opportunity to develop a comprehensive student educational plan pursuant to Title 5, Section 55524 within a reasonable time period.

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**Student Success Data Elements**

**SS02 STUDENT-COURSE-OF-STUDY**

<b>Processing Edits</b>	
FIELD CHECK	'000000' or 'YYYYYY' or valid TOP Code (SP01) or valid Program Control Number (SP04)
INTEGRITY CHECK	<ol style="list-style-type: none"> <li>1. This element can be coded as 'YYYYYY' only when: Orientation Exempt Status (SS03), <b>and</b> Assessment Exempt Status (SS04), <b>and</b> Education Plan Exempt Status (SS05) are <b>all</b> coded as 'DO' or 'DY' or 'OY' or 'OD'.</li> <li>2. If SS02= '000000' then SS09 cannot = 'C'</li> </ol>
QUALITY CHECK	<p><b>Reject the submission</b> if, out of all the <b>credit, non-special admit</b> students:</p> <p>35% or more have a value of 'YYYYYY' (exempt) and/or</p> <p>45% or more have a value of '000000' (no course of study).</p>

**SS02 STUDENT-COURSE-OF-STUDY**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS03</b>	<b>STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS</b>	<b>X(02)</b>
This element indicates whether the student was directed to, or exempted from, initial orientation services as part of the student success process at the college.		

Coding	Meaning
<b>Student Directed To Initial Orientation Services</b>	
A	Student was directed to initial orientation services.
<b>Student Exempted From Initial Orientation Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<p>1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</p> <p>2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

**SS03 STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Orientation Exempt Status (SS03), <b>and</b>            Initial Assessment Exempt Status (SS04), <b>and</b>            Education Plan Exempt Status (SS05)</p> <p><b>must all</b> be coded with a 'D' or 'O' (not 'AY')            in order to code:</p> <p>Course of Study (SS02) as 'YYYYYY'.</p>

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**SS03 STUDENT-INITIAL-ORIENTATION-EXEMPT-STATUS**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>



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**Student Success Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SS04</b>	<b>STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS</b>	<b>X(02)</b>
<p>This element indicates whether the student was directed to, or exempted from, initial assessment services as part of the student success process at the college.</p>		

Coding	Meaning
<b>Student Directed To Initial Assessment Testing Services</b>	
A	Student was directed to initial assessment testing services.
<b>Student Exempted From Initial Assessment Testing Services</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<p>1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</p> <p>2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

**SS04 STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Orientation Exempt Status (SS03), <b>and</b>            Initial Assessment Exempt Status (SS04), <b>and</b>            Education Plan Exempt Status (SS05)</p> <p><b>must all</b> be coded with a 'D' or 'O' (not 'A')            in order to code:</p> <p>Course of Study (SS02) as 'YYYYYY'.</p>

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**SS04 STUDENT-INITIAL-ASSESSMENT-EXEMPT-STATUS**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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**Student Success Data Elements**

DED#	DATA ELEMENT NAME	FORMAT
<b>SS05</b>	<b>STUDENT-EDUCATION-PLAN-EXEMPT-STATUS</b>	<b>X(02)</b>
<p>This element indicates whether the student was exempted from completing a student education plan or from counseling/advisement other educational services as part of the student success process at the college.</p>		

Coding	Meaning
<b>Student Directed To Education Plan Development</b>	
A	Student was directed to counseling/advisement services or Education Plan development.
<b>Student Exempted From Education Plan Development</b>	
D	Student has completed an Associate or higher degree.
O	Student exempted based on other district criteria.
<p>1. Up to two exemption reasons may be coded. Code unused positions with 'Y's, that is, if student was not exempted, code 'AY'. If student was exempted based on both possession of a degree and other criteria, code 'DO'.</p> <p>2. Both positions must be valid according to these specifications. If one position is invalid, the entire field is considered an exception and the record will be rejected.</p>	

**SS05 STUDENT-EDUCATION-PLAN-EXEMPT-STATUS**

<b>Processing Edits</b>	
FIELD CHECK	AY, DY, DO, OD or OY
INTEGRITY CHECK	<p>Initial Orientation Exempt Status (SS03), <b>and</b>            Initial Assessment Exempt Status (SS04), <b>and</b>            Education Plan Exempt Status (SS05)</p> <p><b>must all</b> be coded with a 'D' or 'O' (not 'AY')            in order to code:</p> <p>Course of Study (SS02) as 'YYYYYY'.</p>

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**SS05 STUDENT-EDUCATION-PLAN-EXEMPT-STATUS**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS06</b>	<b>STUDENT-INITIAL-ORIENTATION-SERVICES</b>	<b>X(01)</b>
<p>This element indicates whether the student received initial orientation services as a part of the student success process at the college.</p>		

Coding	Meaning
<b>Student Received Initial Orientation Services</b>	
A	Student <b>did</b> participate in initial orientation services.
<b>Student Did Not Receive Initial Orientation Services</b>	
N	Student did <b>not</b> participate in initial orientation services.
<ol style="list-style-type: none"> <li>1. This data element is reported each term for services provided during the term.</li> <li>2. If the orientation service provided generated FTES and is reported to the Chancellor's Office Fiscal Services Unit in the 320 report do not report the orientation provided in SS06 for funding consideration.</li> </ol>	

**SS06 STUDENT-INITIAL-ORIENTATION-SERVICES**

<b>Processing Edits</b>	
FIELD CHECK	A or N

**SS06 STUDENT-INITIAL-ORIENTATION-SERVICES**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS07</b>	<b>STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT</b>	<b>X(04)</b>
<p>This element indicates whether the student received assessment services for initial course placement as a part of the student success process of the college.</p> <p>Report all that apply.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received placement services based on alternative measures in lieu of an assessment test.
2	Student received placement services based on assessment testing and alternate multiple measures.
3	Student received placement services based on placement results from other college or university.
4	Student received placement services based on Early Assessment Program (EAP) test results.

1. This data element is reported each term for services provided during the term.
2. Multiple assessment service options may be reported.
3. If the student did not receive initial assessment placement services, the data element should be reported as '0000'.

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**SS07 STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT**

<b>Processing Edits</b>	
FIELD CHECK	0 or 1 in each position

**SS07 STUDENT-INITIAL-ASSESSMENT-SERVICES-PLACEMENT**

<b>Change History</b>	
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>	

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS08</b>	<b>STUDENT-COUNSELING/ADVISEMENT-SERVICES</b>	<b>X(01)</b>
This element indicates whether the student received counseling/advisement services, other than the development of a Student Education Plan, during the reporting term.		

Coding	Meaning
<b>Student Received Counseling / Advisement Services</b>	
A	Student received counseling/advisement services during the reporting term.
<b>Student Did Not Receive Counseling / Advisement Services</b>	
N	Student did <b>not</b> participate in counseling or advisement services during the reporting term.
<ol style="list-style-type: none"> <li>1. Counseling and advisement service refers to a substantive interaction between a counselor or advisor and a student. Report the counselor or advisor contact in this element. The counselor or advisor contact can take place during individual appointments or group advising/counseling. Do not include counseling or advising that occurs in a class for which apportionment is generated.</li> <li>2. Report whether the student received counseling or advising services during the reporting term. Counseling or advising services provided thru another categorical program should be included for purposes of reporting.</li> <li>3. The development of a Student Education Plan is reported in Student-Education-Plan (SS09).</li> </ol>	

**SS08 STUDENT-COUNSELING/ADVISEMENT-SERVICES**

<b>Processing Edits</b>	
FIELD CHECK	A or N



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**SS08 STUDENT-COUNSELING/ADVISEMENT-SERVICES**

<b>Change History</b>
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DED#	DATA ELEMENT NAME	FORMAT
<b>SS09</b>	<b>STUDENT-EDUCATION-PLAN</b>	<b>X(01)</b>
This element indicates whether the student developed an education plan at the college in the term reported.		

Coding	Meaning
<b>Type of Student Education Plan Developed During the Term</b>	
A	Student developed an <i>abbreviated</i> education plan.
C	Student developed a <i>comprehensive</i> education plan.
<b>Student Did Not Complete an Education Plan During the Term</b>	
N	Student did <b>not</b> complete an education plan during the term.

1. An abbreviated education plan is one or two terms in length and is typically used for entering first time students, students on academic or progress probation, or students who have short term educational goals at the college that can be completed by taking 1-4 courses (short term CTE certificates, ESL, or basic skills). For the DSPS program, the Student Education Contract (SEC) may be used to meet the abbreviated education plan.
2. A comprehensive education plan is at least 2 terms in length and should reflect the number of terms required to achieve the student's declared course of study.
3. Student Education Plans completed through other programs, such as DSPS, EOPS/CARE, CalWORKs, and others may be included for reporting purposes.

**SS09 STUDENT-EDUCATION-PLAN**

<b>Processing Edits</b>	
FIELD CHECK	A, C or N
INTEGRITY CHECK	If SS09= 'C' then SS02 cannot = '000000'

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**SS09 STUDENT-EDUCATION-PLAN**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS10</b>	<b>STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE</b>	<b>X(01)</b>
<p>This element indicates whether a student on academic progress, probation, or facing dismissal received support services during the reporting term.</p>		

Coding	Meaning
<b>Student Received Academic Progress / Probation Service</b>	
A	Student received academic progress/probation support intervention/service.
C	Student facing dismissal received support service.
<b>Student Did Not Receive Academic Progress / Probation Service</b>	
N	Student did <b>not</b> receive academic, progress, or dismissal support service.
<p>1. Report activity to support a student’s academic progress in this element. <b>These activities can include, but are not limited to, the following examples:</b> academic probation intervention/services, student success workshops, etc.</p> <p>Exclusions: Tutoring and student success courses for which apportionment is generated; early alert notification through college’s Student Information System (SIS) that do not result in the delivery of a service.</p> <p>2. This data element is reported each term for services provided during the term.</p>	

**SS10 STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE**

<b>Processing Edits</b>	
FIELD CHECK	A, D or N

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**SS10 STUDENT-ACADEMIC-PROGRESS-PROBATION-SERVICE**

<b>Change History</b>
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>

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DED#	DATA ELEMENT NAME	FORMAT
<b>SS11</b>	<b>STUDENT-SUCCESS-OTHER-SERVICES</b>	<b>X(04)</b>
<p>This element indicates whether the student received other types of student success support services during the reporting term, including: career interest assessment and exploration, other orientations beyond the initial orientation, other education planning services.</p> <p>Report all that apply.</p>		

Coding	Meaning
0	No, service not provided
1	Yes, service provided

Position	Type of Assessment Service Provided
1	Student received other orientation service.
2	Student received career, interest, or subsequent placement assessment services.
3	Student received other follow-up education planning service.
4	Student received other academic progress service.
<p>1. Report activity to support a student’s academic progress in this element. <b>These activities can include, but are not limited to, the following examples:</b> career or interest assessments, student success workshops, etc.  Exclusions: Tutoring and student success courses for which apportionment is generated; early alert notification through college’s Student Information System (SIS) that do not result in the delivery of a service.  ‘3-other follow-up education planning service’ is intended to capture subsequent education plan development or revisions.  ‘4’ may include early degree audit /graduation check, dean’s list, etc.</p> <p>2. This data element is reported each term for services provided during the term.</p> <p>3. If the student did not receive other student success services the data element should be reported as ‘0000’.</p> <p>4. Multiple options may be reported for the term.</p>	

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**SS11 STUDENT-SUCCESS-OTHER-SERVICES**

<b>Processing Edits</b>	
FIELD CHECK	0 or 1 in each position.

**SS11 STUDENT-SUCCESS-OTHER-SERVICES**

<b>Change History</b>	
Optional for Academic Year 2013-14. <b>Mandatory starting Summer 2014.</b>	